

STANDARD FORM NO. 64

25X1A9a

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a

TO

Mr. [REDACTED]

DATE: 16 May 1952

25X1A9a

FROM

SUBJECT: Correspondence Log

1. Reference our recent conversation, a copy of our procedure is enclosed for your information and files. It was thought that eventually it may be considered desirable to set up an Agency-wide system for logging correspondence. This procedure was designed so that it could be adapted for any office by changing the second and third letters.

WLB.

27 May
- Perhaps you would
like someone to consider
this
MAY 19 1952